

BLOCKING SYSTEM TO BE USED ON PERSONNEL DOCUMENTS FOR CERTAIN  
CLERICAL POSITIONS AT GRADES BELOW T/O AUTH.

(1) ~~25X1~~ Clerk (Stenography) positions of grade GS-5 and above blocked  
at grades lower than GS-5 by Clerk Stenographer positions.

(2)

The Clerk Typist series, GS-322, runs from GS-1 to GS-3 inclusive;  
the Clerk (Typing) series, GS-301, begins at GS-4.

- (3) The Blocking of Clerk (Stenography) or Secretary (Steno) positions  
with Clerk (Typing), Clerk, or Clerk Typist positions of equivalent  
or lower grade levels will be authorized on a temporary basis when  
unusual conditions warrant this action, such as: (1) During adjust-  
ment periods immediately following reorganization of an Office;  
(2) when shortages of stenographic personnel make it necessary to  
utilize typists and clerks as temporary substitutes. (As a general  
rule, Operating Offices will request T/O change to accommodate  
reassignment of clerical positions and personnel.) The mechanics  
of this system of temporary blocking are as follows:

~~25X1~~ The following numbers are assigned on an Agency-wide  
basis as a means of identifying the characteristic  
duties performed by the following:

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